

CHIEF OF STAFF

DEFINITION

Under general direction of the Administrative Director of the Courts, the Chief of Staff oversees and directs the units within the Executive Office and policy-related matters, including support of the Judicial Council, legal services, communications, trial court support and liaison, and special projects. May act as the Administrative Director of the Courts in his or her absence; performs related work as assigned.

CLASS CHARACTERISTICS

This is an executive-level class reporting directly to the Administrative Director of the Courts. This is a high-profile position that acts as a conduit and filter for information that can be sensitive. The incumbent is the initial contact and liaison for the Executive Office and the Administrative Director of the Courts. The incumbent is responsible for directing personnel within the Executive Office while ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Coordinates and oversees all supporting responsibilities necessary for the operational needs of the Judicial Council with all units and divisions within the Judicial Council continuously analyzing processes for efficiency and making recommendations for change.
- On behalf of the Administrative Director of the Courts, develops and implements Judicial Council programs in furtherance of Judicial Council policies and priorities.
- Directs and provides oversight to the Judicial Council and Leadership Services Division, which includes the offices of Legal Services, Communications, Judicial Council Support, Trial Court Liaison, and Special Projects, ensuring communication with the Administrative Director of the Courts on all matters of significance and criticality.
- Manages, coordinates and administers all special projects and assigns appropriate subject matter experts within the Judicial Council as necessary to lead such special projects.
- Directs the development and administration of the Executive Office budget and provides oversight to the budget administration of the offices of Legal Services, Communication, Judicial Council Support, Trial Court Liaison, and Special Projects.
- On behalf of the Administrative Director of the Courts, directs the development and implementation of organizational goals, objectives, policies, procedures, and work standards.
- On behalf of the Administrative Director of the Courts, works with the Chief Operating Officer to review and modify recommendations to courts, the Governor, and the Legislature to adopt rules for court administration, practice, and procedure.

- On behalf of the Administrative Director of the Courts, works with the Chief Administrative Officer and the Chief Operating Officer and resolves emerging problems related to organization policy and personnel.
- On behalf of the Administrative Director, negotiates program policy and service agreements with state courts and other government entities.
- Acts as the Administrative Director of the Courts in his or her absence.
- Creates performance and development plans for direct reports, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Reviews and approves personnel appointments; administers employee disciplinary actions and dismissals as necessary.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Works evening and weekend hours.
- May be required to travel statewide and/or out of state extensively as necessary.

QUALIFICATIONS

Knowledge of:

- Management principles and practices, including goal setting; program development, implementation, and evaluation; and the management of employees through multiple levels of supervision.
- The California judicial system and court operations and procedures.
- California budgetary and legislative process.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and practices of developing and administering multiple, complex budgets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and organize the implementation of goals, objectives, policies, procedures, and work standards.
- Direct programs and staff through subordinate supervision.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Translate organization goals, objectives and policies into day-to-day operations.
- Assist in developing and administering budgets.
- Use initiative and independent judgment within established guidelines.
- Knowledgeably and effectively represent the judiciary to external customers and the public.

- Lobby for resources knowledgeably and effectively.
- Provide leadership on policy issues; gain consensus on issues internally and externally; and effectively resolve problems related to those issues.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree and eight years of increasingly responsible experience in a relevant field, including a minimum of five years of increasingly responsible management experience.

OR

One year as an executive with the judicial branch.